



ELKO COUNTY SHERIFF'S OFFICE RECORDS REQUEST FORM



Name of Requestor/Firm/Company:		Telephone Number:	
Mailing Address:			
City:		State/Zip:	
Contact Person e-mail address (optional):			
Reason for Request (required):			
Incident Information (provide as complete and accurate information as known)			
Case # or Citation #: (if known)		Officer: (if known)	
Date of Incident:		Time: AM PM	
Location of Incident/Street Address:			
Type of Incident/Crime/Description of events:			
Persons Involved (full and complete name known):			
_____		DOB _____	
_____		DOB _____	
_____		DOB _____	
Vehicle Information: Make/Model/Year/Color/Style/etc. (if appropriate, if known)		License#:	State:

You will be contacted by the Records Department within five days of this request being received.
At that time you will be notified if this report is available and the fee for the report.

Please specify the preferred method of receiving the requested record(s).

- ☐ By postal mail at the mailing address above
☐ In person

By signing below I certify that the information above is true and correct to the best of my knowledge. I understand that copying and other associated fees may apply and that records will not be released until payment is received.

X _____ Date _____
REQUESTOR SIGNATURE

OFFICIAL USE ONLY

Date Received: _____	Requestor Notified: _____ Fee: \$ _____
Response Due Date: _____	Report Mailed/Picked Up: _____
Approved: _____	Case #: _____
Denied: _____ To DA: _____ Investigations: _____ Not Complete: _____ Other: _____	

ELKO COUNTY SHERIFF'S OFFICE

FEE SCHEDULE

BACKGROUND CHECKS	\$	10.00
CONCEALED CARRY WEAPONS PERMIT (Initial)	\$	100.25
CONCEALED CARRY WEAPONS PERMIT (Renewal)	\$	65.25
CCW: Replacements and All Changes on Existing Permits	\$	15.00
CCW: Retired Peace Officer Permit (Annual)	\$	25.00
FINGERPRINT CARDS (1ST Card)	\$	15.00
Additional Cards – Per Card	\$	5.00
LIQUOR LICENSE APPLICATION	\$	60.00
LIQUOR LICENSE (Temporary)	\$	30.00
LOCKSMITH (Initial – Per Person)	\$	15.00
LOCKSMITH (Renewal – Per Person)	\$	5.00
PHOTO CD's	\$	15.00
REPORT COPIES	\$	10.00
- Up to 5 pages, \$.50 per additional pages		
SEX OFFENDER REGISTRATION (Annual)	\$	30.00
WORK CARDS: We do not print Gaming Cards	\$	40.00
WORK CARDS (Renewal)	\$	30.00

WE ACCEPT CASH, CHECK, DEBIT CARDS

AND

ALL MAJOR CREDIT CARDS FOR AMOUNT ONLY.

(WE DO NOT ACCEPT AMERICAN EXPRESS)